



## Call for TU Dublin Access and Outreach MATHS Tutors/Senior Demonstrators 2024/2025

TU Dublin [Access & Outreach] is recruiting a panel of **Maths Tutors/Senior Demonstrators** who may be called upon during the 2024/2025 academic year.

The primary role of the **Maths Tutor/Senior Demonstrator** is focused on supporting the delivery of maths tutorials/supports to secondary school students in 5<sup>th</sup> and 6<sup>th</sup> year. Tutors/senior demonstrators will assist in the development and delivery of maths tutorials aimed at supporting 5<sup>th</sup> and 6<sup>th</sup> year students in preparation for their leaving certificate examinations and will work alongside tutors in the TU Dublin maths centres and Access and Outreach staff.

The role will also support Access & Outreach and the maths centre staff in the delivery of maths outreach activities with primary and secondary schools.

This is a varied role that requires experience in education and/or in public engagement activities, and an understanding of how diverse socio-economic backgrounds and experiences can impact student learning. Applicants will need to demonstrate strong skills in maths communication, teamwork, relationship development and organisational skills.

### Principal Accountabilities

1. **Deliver maths tutorials to 5<sup>th</sup> and 6<sup>th</sup> year secondary school students** both on-site and on-line across TU Dublin campuses and in schools/communities.
2. Support and assist TU Dublin Access & Outreach staff and TU Dublin maths centre staff/tutors in **delivering outreach workshops and activities** both on-site across TU Dublin campuses and in schools/communities.
3. Contribute to the planning and development of instructional materials and activities that meet the needs of students in line with the primary and secondary school curriculum.
4. Motivate students and encourage active participation in workshops and tutorials.
5. Contribute to creating an inclusive learning environment that promotes equity in maths education.
6. Maintain accurate records as required by TU Dublin policies and procedures and ensure completion of relevant documentation on time (e.g., attendance, payment schedules, etc.).
7. Participate in team meetings and contribute to project-related discussions.
8. Complete mandatory training and participate in ongoing professional development.

### **Person Specification:**

The ideal candidate will:

- Hold or be in the process of obtaining a third-level qualification with a significant maths component (i.e. maths, physics, computer science, engineering, etc) **(essential)**
- Have a strong interest in supporting secondary school students to succeed in leaving certificate maths examinations **(essential)**
- Have experience working with younger students or carrying out outreach activities/workshops with a younger audience **(essential)**
- Enjoy working with younger students/pupils **(essential)**
- Have flexibility and be available throughout the academic year **(essential)**
- Be able to work as part of a team **(essential)**
- Possess strong organisational, time management, and communication skills **(desirable)**
- Understand the challenges faced by students from socio-economically disadvantaged backgrounds or with disabilities **(desirable)**
- Be committed to promoting equity in education and supporting students from diverse socio-economic backgrounds **(desirable)**
- Be able to build effective working relationships with teachers and students **(desirable)**

### **Salary:**

The appointee will be required to submit a part-time claim form by the designated closing date in respect of hours worked.

Payment will be monthly, in line with TU Dublin payment calendar, and appointees will be paid at the tutor/senior demonstrator rate.

### **Terms & Conditions of Employment:**

- Allocation of hours will be dependent on workshop's/no. of students requiring support.
- The appointment of tutors/senior demonstrators is reviewed annually by the TU Dublin Access & Outreach staff and offers are made on an annual basis by the relevant Manager.
- A full statement of terms and conditions of employment will be given to the successful applicant in accordance with The Terms of Employment (Information) Acts 1994 and 2001.

**Contact Details:**

- If you are interested in applying, please forward a CV with cover letter including your course and year of study to [riona.fitzgerald@tudublin.ie](mailto:riona.fitzgerald@tudublin.ie) by **5pm Monday December 16<sup>th</sup>** with the title “**TU Dublin MATHS Tutor Application**” in the subject line.
- CVs should outline relevant experience and list the contact details of your referee/s. Documents should be scanned together in one attachment.
- Successful candidates will be notified in early January 2025 to advise them of the date of their interview.

**In addition:****Successful candidates must:**

- Be available to attend a tutor induction session at the start of the role.
- Be open to continuous professional development and willing to upskill where necessary.
- Undergo Garda Vetting as part of the selection process.

**For queries please contact:****Riona Fitzgerald**[riona.fitzgerald@tudublin.ie](mailto:riona.fitzgerald@tudublin.ie)

Pre-entry Access &amp; Outreach Manager

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